



Christ Ambassadors Ltd

2 Corinthians 5:20; We are therefore Christ's Ambassadors, as though God were making His appeal through us. We implore you on Christ's behalf: Be reconciled to God.

General Secretary

Principal Functions:	Calls and administers General Committee meetings
Duties:	<ul style="list-style-type: none">• Prepares meeting agenda after discussions with CA Chair• Prepares and circulates agreed time and date, agenda and venue details prior to meeting to respective committee members• Documents minutes and keeps time• Acts as contact for any apologies for absences• Ensures venues are appropriately equipped for meetings
Where:	Enfield and Edmonton
When:	From April 2010
Commitment:	General Committee - to be available for meetings once a month
Duration:	Ongoing
Requirements & Qualities:	<ul style="list-style-type: none">• Enthusiasm and a willingness to learn• Punctual, Reliable and Dependable• Must be able to work in a team• Previous experience in role is desirable but training can be provided
What's in it For You:	<ul style="list-style-type: none">• Commitment to fulfilling the aims and objectives of CA• Meeting and interacting with new people• Utilising existing skills for community benefit• Gaining skills and experience particularly in company and voluntary sectors
What can you expect from us:	<ul style="list-style-type: none">• Support and Training in role• Reimbursement of out of pocket expenses for costs such as printing, travel, etc. These are detailed in our Expenses Policy• Certificate of Volunteering presented at CA Fundraising events and Awards ceremonies
For more info	Email Christ.ambassadors.org.uk or call 07958 019 795